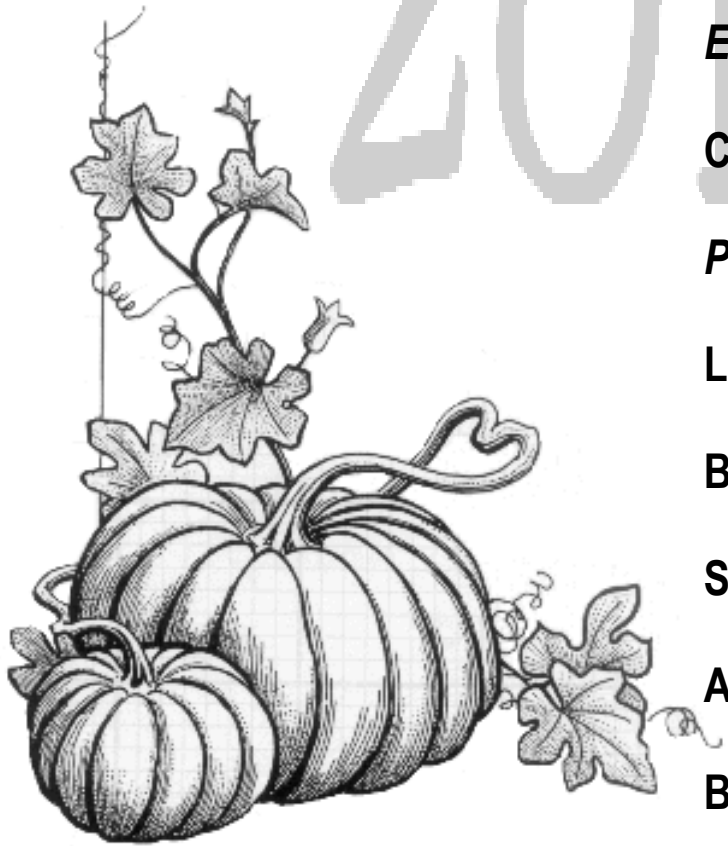


2010 autumn offerings



Essentials of Management	Helena	eight-day series for managers	starts October 5	\$565
Coping with the Angry Public	Great Falls	8:30 a.m. – noon	October 5	\$93
Principles of Upper Management	Helena	six-day series for managers	starts October 6	\$435
Legislature 2011	Helena	9 a.m. – 4 p.m.	October 14	\$110
Beginning PowerPoint 2007	Helena	8:30 a.m. – 4:30 p.m.	October 14	\$120
Supervising Performance Improvement	Helena	8:30 a.m. – 4:30 p.m.	October 20	\$120
All Kidding Aside: Preventing Harassment	Helena	8:30 a.m. – noon	October 21	\$93
Basic Purchasing Methods and Procedures	Helena	8:30 a.m. – 4:30 p.m.	October 21	\$35

Basics of Management	Helena	six-day series for non-managers	starts November 3	\$435
Excellent Assistant Series	Helena	three and one-half days for support staff	starts November 10	\$330
Advanced Purchasing Methods and Procedures	Helena	8:30 a.m. – 4:30 p.m.	November 10	\$35
Records and Information Management	Helena	8:30 a.m. – noon	November 17	\$72
Initiating and Navigating the RFP Process	Helena	8:30 a.m. – 4:30 p.m.	November 18	\$35
Advanced PowerPoint 2007	Helena	8:30 a.m. – 4:30 p.m.	November 18	\$120
Delicate Balance: Privacy & Right to Know	Glendive	8:30 a.m. – 4:30 p.m.	November 18	\$152
State Ethics Law	Glendive	9 a.m. – noon	November 19	\$82
Approaching Supervision	Bozeman	8:30 a.m. – 4:30 p.m.	November 30	\$120

*courses offered for
open enrollment*

See the Fall schedule
for our Management
Development Programs ...

- *Principles of Upper Management*
- *Basics of Management*
- *Essentials of Management*

... on back of this poster

Register ...

On-line ...

<http://pdc.mt.gov>

call ...

444-3871

e-mail ...

pdc01@mt.gov

Robert's Rules of Order	Helena	8:30 a.m. – noon	December 2	\$93
Montana's Wrongful Discharge Act	Helena	8:30 a.m. – noon	December 7	\$93
Meeting-ful Minutes	Helena	8:30 a.m. – noon	December 8	\$93
State Ethics Law	Helena	9 a.m. – noon	December 10	\$82
Effective Presentations	Helena	1-4:30; 8:30-4:30; 8:30-4:30; 8:30-12	December 14 – 17	\$239
WARM: Writing Administrative Rules	Helena	8:30 – 4:30 (15 th), 8:30 – 12 (16 th)	December 15 – 16	\$153
All Kidding Aside: Preventing Harassment	Helena	8:30 a.m. – noon	December 21	\$93

*professional development center
state human resources division*

